



Job Aid – Processing a Utility Agreement Change Order (UACO)

REVISIONS HIGHLIGHTED IN RED
2/21/2019

Other considerations or actions as needed:

- Region Utility Unit Representative determines if the UACO creates the need for new or revisions to the existing release of rights documents that were previously signed. If revisions are needed, prepare the release of rights documents and send to the company for signature.
 - Refer to UC Guide Chapter 11 for releasing land rights
- If applicable, adjust utility credits or betterments based on the adjusted quantities.
- After the top and middle sections of the DT1731 form is completed, send it to the utility company to complete their portion of the form.
- Utility company is to submit the signed DT1731 form, applicable sketches, a refined estimate, and any signed release of rights documents (if necessary)
- Provide sketches to the Region Utility Permit Coordinator to update the permit.
- The region utility unit signs the DT1731 as defined in the *Utility Delegation Table*, found under the [Utility Coordinator Job Aids](#) on the DOTNET. [Link is available to WisDOT Staff only.](#)
 - It is at the Region's discretion if all three signatures are needed for processing at different thresholds

Complete DT1731 – Utility Agreement Change Order form as follows:

Top section:

**Information in the following fields should match the agreement. When the form is exported from Transportation Utility Management System (TUMS) it will autofill.*

- Enter the UACO number
- Enter the legal name of the company
- Enter Project Description (title, limits, highway, county)
- Enter Project ID(s) associated with the UACO
- Select UTL or UA from the drop-down list
 - If none assigned on the right of way plat, leave blank
- Enter the 2 or 3-digit number assigned to the utility on the right of way plat
 - If none assigned on the right of way plat, leave blank
- Enter the Utility ID **(this is never a real estate or right of way ID):**
 - The same as the original agreement (ex. 1071-04-41), or;
 - 0656-22-40 (this is referred to as the Direct Pay number; it is used when no prior agreement exists or when the original PO has been closed in PeopleSoft
- Select Facility Type from the drop-down list or if exported from TUMS, it will auto-fill

UTILITY AGREEMENT CHANGE ORDER NO. 1		Wisconsin Department of Transportation	
DT1731 5/2018 s.84.09(1) Wis. Stats.; s 84.063(3)(d) Wis. Stats.			
The agreement in effect by and between the Wisconsin Department of Transportation, hereinafter designated as the "DEPARTMENT", and 2 , a public utility company, a <u>quasi utility</u> or cooperative hereinafter designated as the "COMPANY", for the performance of certain work on the project below shall be changed in the following particulars. The acceptance of this order by the COMPANY and its approval by the DEPARTMENT shall constitute a mutual agreement as a part of the original agreement binding upon both parties in the same manner as though the essence of the order had originally been in the agreement.			
Project Description		Project ID(s)	
Title:	3	Design:	4
Limits:			
Highway:			
County:			
Facility Type:	Select One 8	Select One No. 5	Utility: 7



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Middle section:

1. Check the box “No prior agreement” when applicable
2. Enter the PeopleSoft Supplier ID. See Job Aid [Utility Invoice PeopleSoft Help](#), found under **Utility Coordinator Job Aids** on the DOTNET. [Link is available to WisDOT Staff only.](#)
3. Enter the PeopleSoft PO#. See Job Aid [Utility Invoice PeopleSoft Help](#), found under **Utility Coordinator Job Aids** on the DOTNET. [Link is available to WisDOT Staff only.](#)
 - a. Blank when original PO# is closed in PeopleSoft or when “No prior agreement” box is checked
4. Thoroughly explain the reason for the change order
5. Enter the current agreement amount
6. Enter the amount of the UACO

1 <input type="checkbox"/> No prior agreement	2 Supplier ID: <input type="text"/>	3 PO #: <input type="text"/>								
The COMPANY shall comply with the Buy America requirements specified under 23 USC 313 and 23 CFR 635.410 when any part of this highway improvement project involves funding by the Federal Aid Highway Program. To complete processing of invoices submitted, the COMPANY shall provide to the DEPARTMENT a signed DT2249, <i>Utility's Certificate of Compliance for Steel and Iron Items</i> .										
4 Reason for Change Order (see attached documentation): <input type="text"/>										
<table border="1"><thead><tr><th colspan="2">Change to Current Agreement</th></tr></thead><tbody><tr><td>Current Agreement Amount</td><td>\$ <input type="text"/> 5</td></tr><tr><td>Net Increase/Decrease in Agreement (+/-)</td><td>\$ <input type="text"/> 6</td></tr><tr><td>Total Revised Agreement Amount</td><td>\$ 0.00 <i>Calculates Automatically</i></td></tr></tbody></table>			Change to Current Agreement		Current Agreement Amount	\$ <input type="text"/> 5	Net Increase/Decrease in Agreement (+/-)	\$ <input type="text"/> 6	Total Revised Agreement Amount	\$ 0.00 <i>Calculates Automatically</i>
Change to Current Agreement										
Current Agreement Amount	\$ <input type="text"/> 5									
Net Increase/Decrease in Agreement (+/-)	\$ <input type="text"/> 6									
Total Revised Agreement Amount	\$ 0.00 <i>Calculates Automatically</i>									

Signatures

The right side of the form is completed and signed by the COMPANY before WisDOT signs the left side

1. Company Name – same as legal name at the top of the form
2. Authorized Signature, Date, Title and Print Name fields (the form is set up for two signatures when required by the company)

The left side of the form is completed by WisDOT after the COMPANY completes the right side

3. Utility Unit Representative Signature**
4. Supervisor Signature**
5. Region Chief Signature**

Refer to the [Utility Delegation Table](#), found under **Utility Coordinator Job Aids on the DOTNET for WisDOT signature authority.

[Link is available to WisDOT Staff only.](#)

WISCONSIN DEPARTMENT OF TRANSPORTATION		COMPANY	
3 (Utility Unit Representative Signature) (Date) (Print Name)		1 (Company Name)	
4 (Supervisor Signature) (Date) (Print Name)		2 (Authorized Signature) (Date) (Title) (Print Name)	
5 (Region Chief Signature) (Date) (Print Name)		2 (Authorized Signature) (Date) (Title) (Print Name)	

2/21/2019 - removed "Brush Script Font Acceptable"



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Final steps after approval

The region will create one pdf file of all the above **including the verbal or written approval (do not include the utility permit)** and email it to DTIM, Bureau of State Highway Programs (BSHP), Program Finance Section and region FIIPS coordinator(s) as follows:

1. BSHP, Program Finance Section contacts as of May 2018:
 - a. Diane Kienow
 - b. Marty Morin
2. CC: Region FIIPS Coordinator(s)
3. Subject: Const ID XXXX-XX-XX; Ready to Authorize; Utility ID XXXX-XX-XX, UTL/UA xxx_UACO
 - Replace the X's above with the appropriate project information
 - Choose either UA or UTL; whichever applies to the UACO; when none exists, remove reference
4. Using the language below, change the region as appropriate (SE, SW, NC, NE, NW)
5. Attach a pdf of the final approved UACO packet

From: Connie.Bruns@dot.wi.gov

To: 1. Kienow, Diane - DOT; Morin, Marty - DOT

Cc: 2. Enter FIIPS Coordinator Here Enter Region FIIPS Coordinator(s) here

Subject: 3. Const ID XXXX-XX-XX Ready to Authorize Utility ID XXXX-XX-XX, UTL/UA xxx_UACO

Diane/Marty, 4.

The attached UACO from the SE Region has been approved and is ready to send to Expenditure Accounting to update the purchase order amount:

Thank you,
Your signature here

5. ID 1234-56-40-UAC...

6. Complete the required data in TUMS for the UACO. Instructions can be found on the TUMS User Group site. [\(click here\)](#) (for WisDOT Staff Only)
7. Send a copy of the approved packet to the utility company
8. File the approved UACO packet per the approved Utility Coordination Program Records Schedule (RDA) [\(click here to open\)](#) (for WisDOT Staff Only)

Questions regarding this Job Aid can be directed to: connie.bruns@dot.wi.gov